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22 March 1971

MEMORANDUM FOR: Chief, Support Services Staff  
SUBJECT : Interim Progress Report - Reports Cost Reduction

1. Three offices of the Support Directorate; Office of Logistics, Office of Finance and the Office of Medical Services have reported achieving their assigned reports cost reduction goal. A combined savings of \$73,172.27.
2. Four Offices and one Staff of the Support Directorate have been contacted and reminded of the 1 April 1971, deadline for preliminary cost reduction reporting set by OPPB. Status reported by these offices are as follows:

OP - have realized a \$9,200 savings but anticipate a problem making their goal.

OC - report enroute indicating goal achieved.

OTR- re-examining their report (9 March 1971) wherein a \$52,599.10 savings indicated on 5 ADP reports that were cancelled. OTR assigned \$1,000 for ADP input costs.

OS - expect to exceed their savings goal - report enroute.

SSS- RAB representative checking to determine how assigned goal of \$2,300 may be realized.

3. Attachment A. depicts a graphic view of the Records Cost Reduction by Office as of this date.

Attachment:  
As stated

25X1

25X1 DDS/SSS/RAB/ [ ] fms (22 Mar 71)  
Distribution.

Orig & 1 - addressee

1 - RAB file "DDS Office Reports on Cost Reductions"  
1 - RAB Chrono

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